وَرَتِّلِ الْقُرْاٰنَ تَرْتِيْلًا

And recite the Qur'aan in a measured tone

تَسْهِيلُ التَّجْوِيْد

Simplified Rules for

Reciting the Holy Qur'aan Correctly

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Simplified Rules For

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Simplified Rules for Reciting the Holy Qur'aan Correctly
is specially formulated for the makaatib, madaaris and the non-conversant

This kitaab is also available on an audio cassette

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بِسۡمِ اللّٰهِ الرَّحۡمٰنِ الرَّحِيۡمِ

Contents Page

Recommendation

The mu'allim should let the learners mark passages in the Qur'aan on their own after every lesson.



INTRODUCTION

In this booklet we have used the following 10 colours to identify the different rules of tajweed and makhaarij:

Red	Blue	Purple	Green	Yellow
Brown	Light Blue	Dark Green	Light Green	Orange

There are 16 simple lessons in this booklet, covering basic rules for reciting the Holy Qur'aan correctly.

Besides Huroofe Maddah, the other madds have been discussed very briefly due to their complexity. If the mu'allim finds them to be complex for his pupils, he should postpone them for the last or for the higher classes.

The first 5 lessons deal mainly with correct pronunciation. The mu'allim, especially of Classes 1 and 2, is urged to teach them thoroughly, as mispronunciation of letters could have serious implications. The subsequent lessons deal with other aspects of tajweed which should be taught from Class 3, according to the schemes of work.

We urge the mu'allim to do each lesson thoroughly so that the learners have a strong foundation whilst easing the task of the mu'allim in the subsequent classes.

We are confident that learning all the rules and doing all the worksheets contained in this text book will enable the learner - with Allah's help - to recite the Holy Qur'aan correctly, insha-Allah. As an added advantage, an audio cassette of this book, available from the Jamiat Taalimi Board, is highly recommended for the mu'aalim as well as the learners.

May Allah ease your task as a mu'allim and reward you abundantly for teaching His Word to His servants correctly. Aameen.

The Taalimi Board

LESSON 1

CORRECT PRONUNCIATION

All letters of the Arabic alphabet must be pronounced correctly, especially the ones in red. They are called Special Letters. If one does not pronounce the letters correctly, the meanings can change very much. If the meanings change for the worse, the reciter can become sinful. If the mistake is made in salaah, it is possible the salaah can break. The letters of the Arabic alphabet are as follows:

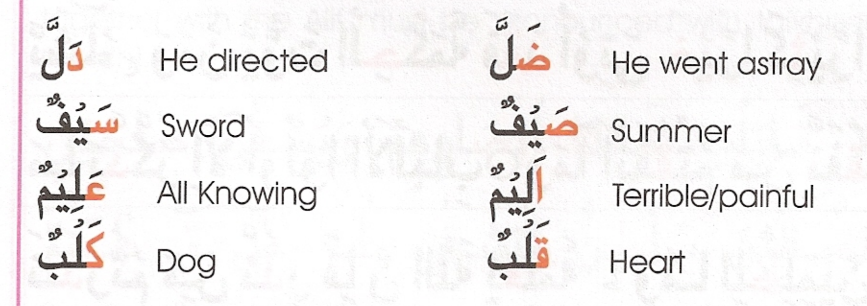
ا ب ت ث ج ح خ د ذ ر ز س ش ص ض ط ظ ع غ ف ق

ك ل م ن و ه ء ي

One should be careful not to read one letter for another in the following groups of letters



See how the meanings change if we read one letter for another.



دَلَّ	He directed	ضَلَّ	He went astray
سَيْفٌ	Sword	صَيْفٌ	Summer
عَلِيْمٌ	All Knowing	اَلِيْمٌ	Terrible/painful
كَلْبٌ	Dog	قَلْبٌ	Heart

Practise Special Letters in the **worksheet** on the next page. All Special Letters are in red.

Worksheet

اَعُوذُ بِاللّٰهِ مِنَ الشَّيْطٰنِ الرَّجِيْمِ ○

بِسْمِ اللّٰهِ الرَّحْمٰنِ الرَّحِيْمِ ○

يٰٓاَيُّهَا الَّذِيْنَ اٰمَنُوْٓا اَنْفِقُوْا مِنْ طَيِّبٰتِ مَا كَسَبْتُمْ وَمِمَّآ

اَخْرَجْنَا لَكُمْ مِّنَ الْاَرْضِ ص وَلَا تَيَمَّمُوا الْخَبِيْثَ مِنْهُ

تُنْفِقُوْنَ وَلَسْتُمْ بِاٰخِذِيْهِ اِلَّآ اَنْ تُغْمِضُوْا فِيْهِ ط

وَاعْلَمُوْٓا اَنَّ اللّٰهَ غَنِيٌّ حَمِيْدٌ ○ اَلشَّيْطٰنُ يَعِدُكُمُ الْفَقْرَ

وَيَاْمُرُكُمْ بِالْفَحْشَآءِ ج وَاللّٰهُ يَعِدُكُمْ مَّغْفِرَةً مِّنْهُ وَ

فَضْلًا ط وَاللّٰهُ وَاسِعٌ عَلِيْمٌ ○ صلے لا يُّؤْتِي الْحِكْمَةَ مَنْ

يَّشَآءُ ج وَمَنْ يُّؤْتَ الْحِكْمَةَ فَقَدْ اُوْتِيَ خَيْرًا كَثِيْرًا ط وَ

مَا يَذَّكَّرُ اِلَّآ اُولُوا الْاَلْبَابِ ○ وَمَآ اَنْفَقْتُمْ مِّنْ نَّفَقَةٍ اَوْ

نَذَرْتُمْ مِّنْ نَّذْرٍ فَاِنَّ اللّٰهَ يَعْلَمُهٗ ط وَمَا لِلظّٰلِمِيْنَ مِنْ

اَنْصَارٍ ○ اِنْ تُبْدُوا الصَّدَقٰتِ فَنِعِمَّا هِيَ ج

LESSON 2

HUROOFE TAFKHEEM

خُصَّ ضَغْطٍ قِظْ

The Huroofe Tafkheem should be pronounced with tafkheem (full mouth) even if they have a kasrah/zer (ـِ).

Huroofe Tafkheem are in brown in the following examples.

خَبِيرٌ صَلَحَ ضَرَبَ غَيْرِ طَبَعَ قَدَمَ ظَلَمَ

مُطْمَئِنٌّ عَظِيمٌ بِالْحَقِّ فَمَنِ اضْطُرَّ غَيْرَ بَاغٍ

قَصَصْنَا صِرَاطٍ مُّسْتَقِيمٍ غَيْرِ الْمَغْضُوبِ

If a Tafkheem Letter with a fathah is followed by an Alif, the Alif will also be pronounced with tafkheem. A fathah muqaddarah (ـٰ) is the same as an Alif preceded by a fathah (ـَا).

In the following examples the Tafkheem Letters (in brown), together with the Alif must be pronounced with tafkheem (full mouth).

غَافِلًا قَاتِلُوا خَالِدًا اَبْصَارِهِمْ وَيُسْقٰى صٰلِحِيْنَ

وَلَا الضَّآلِّيْنَ سُلْطٰنٌ لِتَشْقٰى طٰهٰ صٓ قٓ طٰسٓمّٓ

Practise the Special Letters and Huroofe Tafkheem in the **worksheet** that follows.

Worksheet

اَعُوذُ بِاللّٰهِ مِنَ الشَّيْطٰنِ الرَّجِيْمِ○

بِسْمِ اللّٰهِ الرَّحْمٰنِ الرَّحِيْمِ○

يٰاَيُّهَا الَّذِيْنَ اٰمَنُوْٓا اَنْفِقُوْا مِنْ طَيِّبٰتِ مَا كَسَبْتُمْ وَمِمَّآ

اَخْرَجْنَا لَكُمْ مِّنَ الْاَرْضِ ص وَلَا تَيَمَّمُوا الْخَبِيْثَ مِنْهُ

تُنْفِقُوْنَ وَلَسْتُمْ بِاٰخِذِيْهِ اِلَّآ اَنْ تُغْمِضُوْا فِيْهِ ط

وَاعْلَمُوْٓا اَنَّ اللّٰهَ غَنِيٌّ حَمِيْدٌ○ اَلشَّيْطٰنُ يَعِدُكُمُ الْفَقْرَ

وَيَاْمُرُكُمْ بِالْفَحْشَآءِ ج وَاللّٰهُ يَعِدُكُمْ مَّغْفِرَةً مِّنْهُ وَ

فَضْلًا ط وَاللّٰهُ وَاسِعٌ عَلِيْمٌ ○ صلے لا يُّؤْتِي الْحِكْمَةَ مَنْ

يَّشَآءُ ج وَمَنْ يُّؤْتَ الْحِكْمَةَ فَقَدْ اُوْتِيَ خَيْرًا كَثِيْرًا ط وَ

مَا يَذَّكَّرُ اِلَّآ اُولُوا الْاَلْبَابِ○ وَمَآ اَنْفَقْتُمْ مِّنْ نَّفَقَةٍ اَوْ

نَذَرْتُمْ مِّنْ نَّذْرٍ فَاِنَّ اللّٰهَ يَعْلَمُهٗ ط وَمَا لِلظّٰلِمِيْنَ مِنْ

اَنْصَارٍ○ اِنْ تُبْدُوا الصَّدَقٰتِ فَنِعِمَّا هِيَ ج

LESSON 3

HUROOFE MADDAH OR OPEN LETTERS (و ا ى)

Make madd equal to 1 Alif (ا) in Huroofe Maddah. If one does not, it can change the meaning. Measure an Alif by opening a closed finger.

Colour: Green dash beneath the Harfe Maddah (–). Detailed explanation with examples follow:

(A) Waaw Saakin preceded by dhammah (ـُوْ / ـٗ) as in

تُوْبُوْا اُوْتُوْا كُوْنُوْا يَقُوْلُوْنَ تَصُوْمُوْا لَهٗ فَأْوٗ رَبُّهٗ

(B) Alif preceded by fathah (ـَا / ـٰ / ـًاO) as in

وَوَضَعْنَا وَرَفَعْنَا اِنْسَانَ كَلَّا نَاصِيَةٍ زِلْزَالَهَا اَثْقَالَهَا

وَالضُّحٰى سَجٰى قَلٰى وَلَلْاٰخِرَةُ فَاٰوٰى طٰهٰ مٰلِكِ ذٰلِكَ

غَفُوْرًاO قَدِيْرًاO تَوَّابًاO حَكِيْمًاO اَتْرَابًاO دِهَاقًاO

(C) Yaa Saakin preceded by kasrah (ـِىْ / ـٖ) as in

اَلَّذِيْنَ تَرْمِيْهِمْ فِىْ جِيْدِهَا سِيْنِيْنَ فَادْخُلِىْ فِىْ عِبَادِىْ

جَنَّتِىْ مِيْثَاقِهٖ رَبِّهٖ مِثْلِهٖ لَايَسْتَحْيٖ اِلْفِهِمْ

Find 5 examples of each from the Qur'aan on your own.

LESSON 4

CLOSED LETTERS (NO HARFE MADDAH)

When there is no Harfe Maddah, especially at the end of words, do not make madd or drag. Colour: Red dot (•)
In the **worksheet** below, practise the Special Letters, Huroofe Tafkheem, Huroofe Maddah and Closed Letters.

Worksheet

اَعُوْذُ بِاللّٰهِ مِنَ الشَّيْطٰنِ الرَّجِيْمِ ○ بِسْمِ اللّٰهِ الرَّحْمٰنِ الرَّحِيْمِ ○

يٰٓاَيُّهَا الَّذِيْنَ اٰمَنُوْٓا اَنْفِقُوْا مِنْ طَيِّبٰتِ مَا كَسَبْتُمْ وَمِمَّآ

اَخْرَجْنَا لَكُمْ مِّنَ الْاَرْضِ ص وَلَا تَيَمَّمُوا الْخَبِيْثَ مِنْهُ

تُنْفِقُوْنَ وَلَسْتُمْ بِاٰخِذِيْهِ اِلَّآ اَنْ تُغْمِضُوْا فِيْهِ ط

وَاعْلَمُوْٓا اَنَّ اللّٰهَ غَنِيٌّ حَمِيْدٌ ○ اَلشَّيْطٰنُ يَعِدُكُمُ الْفَقْرَ

وَيَاْمُرُكُمْ بِالْفَحْشَآءِ ج وَاللّٰهُ يَعِدُكُمْ مَّغْفِرَةً مِّنْهُ وَ

فَضْلًا ط وَاللّٰهُ وَاسِعٌ عَلِيْمٌ ○ صلے لا يُّؤْتِي الْحِكْمَةَ مَنْ

يَّشَآءُ ج وَمَنْ يُّؤْتَ الْحِكْمَةَ فَقَدْ اُوْتِيَ خَيْرًا كَثِيْرًا ط وَ

مَا يَذَّكَّرُ اِلَّآ اُولُوا الْاَلْبَابِ ○

LESSON 5

THE OTHER TYPES OF MADD

(A) Madde Muttasil (‿) when Hamzah (ء) follows a Harfe Maddah (ـِى / ـَا / ـُو) in the same word. Duration: 3 Alifs: Examples:

وَجَآءَ وَالْقَآئِلِيْنَ يَشَآءُ

(B) Madde Munfasil (~) when Hamzah (ء / ا) follows a Harfe Maddah (ـِى / ـَا / ـُو) in the next word. Duration: 3 Alifs: Examples:

كَمَآ اُمِرْتَ فَاَوْحٰىٓ اِلٰى قَالُوْٓا اُوْذِيْنَا فِىٓ اَنْفُسِكُمْ

(C) Madde Laazim (‿) when a tashdeed (ّ) or sukoon (ْ) follows a Harfe Maddah (ـِى / ـَا / ـُو). Duration: 5 Alifs. Examples:

اَتُحَآجُّوْنِّىْ بِضَآرِّيْنَ آٰلْئٰنَ الٓمّٓرٰ طٰسٓمّٓ يٰسٓ قٓ

(D) Madde Aaridh Waqfee. This appears at the end of the aayah when there is a sukoon due to waqf (stopping) after Harfe Maddah (ـُو / ـَا / ـِى). Duration 3 Alifs.
Symbol: A long, green madd (⁀). Examples:

هُمْ يُوْقِنُوْنَ۝ وَالنَّاسُ۝ خَلَقَ الْاِنْسَانَ۝ وَمَا هُمْ بِمُؤْمِنِيْنَ۝

(E) Madde Leen Aaridh. This appears at the end of the aayah when there is a sukoon due to waqf after Harfe Leen. Harfe Leen means Waaw saakin or Yaa saakin after a fathah (ـَوْ / ـَىْ).
Symbol: A long, green madd (⁀). Duration: 2 Alifs. Examples:

مِنْ خَوْفٍ۝ وَلَانَوْمٌ ط اُنْظُرْ اِلَيْكَ ط وَالصَّيْفِ۝

Note: Measure an Alif by opening a closed finger.

Find 5 examples of each of the above from the Qur'aan.

Worksheet

Practise the Special Letters, Huroofe Tafkheem, Huroofe Maddah, Closed Letters, and the different types of madd.

اَعُوْذُ بِاللّٰهِ مِنَ الشَّيْطٰنِ الرَّجِيْمِ ○ بِسْمِ اللّٰهِ الرَّحْمٰنِ الرَّحِيْمِ ○

يٰۤاَيُّهَا الَّذِيْنَ اٰمَنُوْۤا اَنْفِقُوْا مِنْ طَيِّبٰتِ مَا كَسَبْتُمْ وَمِمَّاۤ

اَخْرَجْنَا لَكُمْ مِّنَ الْاَرْضِ ص وَلَا تَيَمَّمُوا الْخَبِيْثَ مِنْهُ

تُنْفِقُوْنَ وَلَسْتُمْ بِاٰخِذِيْهِ اِلَّاۤ اَنْ تُغْمِضُوْا فِيْهِ ط

وَاعْلَمُوْۤا اَنَّ اللّٰهَ غَنِيٌّ حَمِيْدٌ ○ اَلشَّيْطٰنُ يَعِدُكُمُ الْفَقْرَ

وَيَاْمُرُكُمْ بِالْفَحْشَآءِ ج وَاللّٰهُ يَعِدُكُمْ مَّغْفِرَةً مِّنْهُ وَ

فَضْلًا ط وَاللّٰهُ وَاسِعٌ عَلِيْمٌ ○ صلے يُّؤْتِي الْحِكْمَةَ مَنْ

يَّشَآءُ ج وَمَنْ يُّؤْتَ الْحِكْمَةَ فَقَدْ اُوْتِيَ خَيْرًا كَثِيْرًا ط وَ

مَا يَذَّكَّرُ اِلَّاۤ اُولُوا الْاَلْبَابِ ○ وَمَاۤ اَنْفَقْتُمْ مِّنْ نَّفَقَةٍ اَوْ

نَذَرْتُمْ مِّنْ نَّذْرٍ فَاِنَّ اللّٰهَ يَعْلَمُهٗ ط وَمَا لِلظّٰلِمِيْنَ مِنْ

اَنْصَارٍ ○ اِنْ تُبْدُوا الصَّدَقٰتِ فَنِعِمَّا هِيَ ج

LESSON 6

LAAM OF THE GLORIOUS WORD 'ALLAH' (اَللّٰه)

(A) Tafkheem (full mouth):
If there is a fathah (ـَ) or dhammah (ـُ) before the Laam of اَللّٰه , read the Laam with tafkheem (full mouth).

Colour: Brown Laam, brown tashdeed, brown fathah or dhammah. Examples follow:

سُبْحٰنَكَ اللّٰهُمَّ   عِنْدَ اللّٰهِ   حَسْبِىَ اللّٰهُ   فَزَادَهُمُ اللّٰهُ

اِنَّ اللّٰهَ   اَرَادَ اللّٰهُ   عَهْدَ اللّٰهِ   مَا اَمَرَ اللّٰهُ   مَعَ اللّٰهِ

رَسُوْلَ اللّٰهِ   وَاِذْ قَالُوا اللّٰهُمَّ   وَا تَّقُوا اللّٰهَ   يَعْلَمُهُ اللّٰهُ

Find 5 examples of tafkheem from the Qur'aan on your own.

(B) Tarqeeq (empty mouth):
If there is a kasrah (ـِ) before the Laam of اَللّٰه , read the Laam with tarqeeq (empty mouth).

Colour: Blue Laam, bue tashded, blue kasrah. Examples follow:

بِاللّٰهِ   قُلِ اللّٰهُمَّ   بِاٰيٰتِ اللّٰهِ   بِسْمِ اللّٰهِ   مِنْ دُوْنِ اللّٰهِ

Find 5 examples of tarqeeq from the Qur'aan on your own.

LESSON 7

RULES OF RAA (TAFKHEEM)

(A) If the Raa has a fathah (رَّ / رَ); or fathah muqaddarah (رٰ); or dhammah (رُ / رٌّ), read it with tafkheem (full mouth) even if such a Raa has a tashdeed.

Colour: Brown Raa, brown fathah, brown fathah muqaddarah, brown dhammah. Examples follow:

رَبَّنَا رُبَمَا اَمَرَ كَفَرُوْا بِحِجَارَةٍ رَاضِيَةٌ رٰجِعُوْنَ

حَرَّمَ اَرَادَ اللّٰهُ زَرَابِىُّ طَيْرًا مُسْتَقَرٌّ سُرُرٌ اَجْرٌ

(B) If the Raa has a sukoon, and the letter before the Raa has a fathah (ـَرْ) or dhammah (ـُرْ), read it with tafkheem (full mouth).

Colour: Brown Raa, brown sukoon, brown fathah, brown dhammah. Examples follow:

وَاَرْسَلَ تَرْمِيْهِمْ وَانْحَرْ وَاذْكُرْ وَمَنْ يَّشْكُرْ قُرْاٰنٌ

(C) If the Raa has become a saakin (Oرْ) due to waqf (stopping), and the letter before the Raa has a sukoon, look at the letter before the sukoon; if it has a fathah or dhammah, the Raa will be read with tafkheem (full mouth).

Colour: Brown Raa, brown sukoon, brown fathah or dhammah. Examples follow:

وَالْفَجْرْO فِى النَّارْO وَالْعَصْرْO لَفِىْ خُسْرْO مِنْ نُّوْرْO

Find few examples of each of the above from the Qur'aan.

LESSON 8

RULES OF RAA (TARQEEQ)

(A) If the Raa has a kasrah (رِ / رٍ), read it with tarqeeq (empty mouth).

Colour: Blue Raa, blue kasrah. Examples follow:

رِجَالٌ كَرِهَ رِزْقًا عَنْ ذِكْرِ اللّٰهِ مِنْ خَيْرٍ فِى النَّارِ

(B) If the Raa has a sukoon, and the letter before the Raa has a kasrah (ـِـرْ), read it with tarqeeq (empty mouth).

Colour: Blue Raa, blue sukoon, blue kasrah. Examples follow:

يَسْتَغْفِرُ لَكُمْ وَاَنْذِرْ وَذَكِّرْ

(C) If the Raa has become a saakin (O رْ) due to waqf (stopping), and the letter before the Raa has a saakin, look at the letter before the saakin. If it has a kasrah, the Raa will be read with tarqeeq (empty mouth).

Colour: Blue Raa, blue kasrah. Examples follow:



Find 5 examples of each of the above from the Qur'aan on your own.

EXCEPTIONS TO THE RULE OF RAA

(A) The Raa saakin preceded by a kasrah will only be read with tarqeeq (empty mouth) if the kasrah before the Raa saakin is aslee (original).

Examples:

بِشِرْكِكُمْ فِرْعَوْنَ وَاَنْذِرْهُمْ

But if the kasrah before the Raa saakin is not original, (but is aardhee), it will be read with tafkheem (full mouth).

Examples:

اِرْجِعُوْا اِرْجِعِى

(B) If the kasrah before the Raa saakin is not in the same word, it will be read with tafkheem (full mouth).

Examples:

رَبِّ ارْجِعُوْنِ اَمِ ارْتَابُوْا

(C) If the Raa saakin is followed by a letter of tafkheem, it will be read with tafkheem (full mouth).

Examples:

لَبِالْمِرْصَادِ وَاِرْصَادًا قِرْطَاسٍ فِرْقَةٍ

Practise the Special Letters, Huroofe Tafkheem, Huroofe Maddah, Closed Letters, other Madds, Laam of اللّٰه and Rules of Raa in the **worksheet** that follows.

Worksheet

اَعُوذُ بِاللّٰهِ مِنَ الشَّيْطٰنِ الرَّجِيْمِ ○

بِسْمِ اللّٰهِ الرَّحْمٰنِ الرَّحِيْمِ ○

وَمَآ اَنْفَقْتُمْ مِّنْ نَّفَقَةٍ اَوْ نَذَرْتُمْ مِّنْ نَّذْرٍ فَاِنَّ اللّٰهَ

يَعْلَمُهٗ ط وَمَا لِلظّٰلِمِيْنَ مِنْ اَنْصَارٍ ○ اِنْ تُبْدُوا

الصَّدَقٰتِ فَنِعِمَّا هِيَ ج وَاِنْ تُخْفُوْهَا وَتُؤْتُوْهَا الْفُقَرَآءَ

فَهُوَ خَيْرٌ لَّكُمْ ط وَيُكَفِّرُ عَنْكُمْ مِّنْ سَيِّاٰتِكُمْ ط وَاللّٰهُ

بِمَا تَعْمَلُوْنَ خَبِيْرٌ ○ لَيْسَ عَلَيْكَ هُدٰىهُمْ وَلٰكِنَّ اللّٰهَ

يَهْدِيْ مَنْ يَّشَآءُ ط وَمَا تُنْفِقُوْا مِنْ خَيْرٍ فَلِاَنْفُسِكُمْ ط

وَمَا تُنْفِقُوْنَ اِلَّا ابْتِغَآءَ وَجْهِ اللّٰهِ ط وَمَا تُنْفِقُوْا مِنْ

خَيْرٍ يُّوَفَّ اِلَيْكُمْ وَاَنْتُمْ لَا تُظْلَمُوْنَ ○ لِلْفُقَرَآءِ الَّذِيْنَ

اُحْصِرُوْا فِيْ سَبِيْلِ اللّٰهِ لَا يَسْتَطِيْعُوْنَ ضَرْبًا فِي

الْاَرْضِ ز يَحْسَبُهُمُ الْجَاهِلُ اَغْنِيَآءَ مِنَ التَّعَفُّفِ ج

LESSON 9

GUNNAH IN NOON AND MEEM MUSHADDAD (مّ / نّ)

When the Noon or Meem has a tashdeed, make ghunnah equal to 1 Alif. Measure an Alif by opening a closed finger.

Colour: Green Noon, Meem and tashdeed (نّ مّ) Examples:

فِيهِنَّ كَأَنَّهُنَّ مِنَ الْجَنَّةِ وَالنَّاسِ عَمَّ فَأَمَّا طٰسٓمٓ الٓمٓرٰ

Worksheet

Do the Special Letters, Huroofe Tafkheem, Huroofe Maddah, Closed Letters, the other madds, Laam of اللّٰه , Rules of Raa, and Ghunnah in نّ and مّ .

فَأَزَلَّهُمَا الشَّيْطٰنُ عَنْهَا فَأَخْرَجَهُمَا مِمَّا كَانَا فِيهِ ص

وَقُلْنَا اهْبِطُوا بَعْضُكُمْ لِبَعْضٍ عَدُوٌّ ج وَلَكُمْ فِي

الْأَرْضِ مُسْتَقَرٌّ وَّمَتَاعٌ إِلٰى حِينٍ ○ فَتَلَقّٰى آدَمُ مِنْ

رَّبِّهِ كَلِمٰتٍ فَتَابَ عَلَيْهِ ط إِنَّهُ هُوَ التَّوَّابُ الرَّحِيمُ ○

قُلْنَا اهْبِطُوا مِنْهَا جَمِيعًا ج فَإِمَّا يَأْتِيَنَّكُمْ مِّنِّي هُدًى

فَمَنْ تَبِعَ هُدَايَ فَلَا خَوْفٌ عَلَيْهِمْ وَلَا هُمْ يَحْزَنُونَ ○

LESSON 10

QALQALAH

When a Qalqalah Letter has a sukoon, or it becomes a saakin due to waqf (stopping), make qalqalah. Qalqalah means to make an echoing sound. Qalqalah letters are:

قُطْبُ جَدٍّ

Colour: Purple Qalqalah letter, purple sukoon ( ). Examples:

نَقْعًا فَلَا تَقْهَرْ فَوَسَطْنَ اَطْعَمَهُمْ حَبْلٌ

يُحَاسِبْكُمْ اَلَمْ يَجْعَلْ اَجْرٌ لَمْ يَلِدْ وَلَمْ يُوْلَدْ

وَاِنْ تُبْدُوْا صَدْرَكَ فَانْصَبْ فَارْغَبْ

Worksheet

Revision of all previous work and Qalqalah. Also remember to pronounce the ق and ط with tafkheem when making qalqalah.

وَالْعٰدِيٰتِ ضَبْحًا ۝ فَالْمُوْرِيٰتِ قَدْحًا ۝

فَالْمُغِيْرٰتِ صُبْحًا ۝ فَاَثَرْنَ بِهٖ نَقْعًا ۝

فَوَسَطْنَ بِهٖ جَمْعًا ۝ اِنَّ الْاِنْسَانَ لِرَبِّهٖ لَكَنُوْدٌ ۝

وَاِنَّهٗ عَلٰى ذٰلِكَ لَشَهِيْدٌ ۝ وَاِنَّهٗ لِحُبِّ الْخَيْرِ لَشَدِيْدٌ ۝

Enrichment Worksheet

Using the appropriate colours, draw the symbols and colour in the outlined letters according to the rules that apply. Do every rule in the sequence mentioned below. After every step, practise that rule before going on to the next step.

(1) Special Letters
(2) Huroofe Tafkheem
(3) Open and Closed Letters
(4) The different types of madd
(5) Laam of اللّٰه
(6) Rules of Raa
(7) Ghunnah in نّ and مّ
(8) Qalqalah

قَالَ يٰقَوْمِ اِنِّىْ لَكُمْ نَذِيْرٌ مُّبِيْنٌ ● اَنِ اعْبُدُوا اللّٰهَ

وَاتَّقُوْهُ وَاَطِيْعُوْنِ ● مَالَكُمْ لَا تَرْجُوْنَ لِلّٰهِ وَقَارًا ●

وَاللّٰهُ اَنْۢبَتَكُمْ مِّنَ الْاَرْضِ نَبَاتًا ● ثُمَّ يُعِيْدُكُمْ فِيْهَا

وَيُخْرِجُكُمْ اِخْرَاجًا ● وَاَنَّا لَمَّا سَمِعْنَا الْهُدٰى اٰمَنَّا

بِهٖ ط فَمَنْ يُّؤْمِنْۢ بِرَبِّهٖ فَلَا يَخَافُ بَخْسًا وَّلَا رَهَقًا ●

اَوْ زِدْ عَلَيْهِ وَرَتِّلِ الْقُرْاٰنَ تَرْتِيْلًا ● اِنَّ نَاشِئَةَ

الَّيْلِ هِىَ اَشَدُّ وَطْاً وَّاَقْوَمُ قِيْلًا ● اِنَّ لَكَ فِى النَّهَارِ

سَبْحًا طَوِيْلًا ● وَالرُّجْزَ فَاهْجُرْ ●

LESSON 11

IKHFAA IN NOON SAAKIN AND TANWEEN

When any of the 15 Letters of Ikhfaa appears after Noon Saakin (نْ) or Tanween (ـً ـٍ ـٌ), make ikhfaa. Ikhfaa means to conceal the Noon and Tanween whilst making a nasal sound equal in length to 1 Alif.

Measure an Alif by opening a closed finger.

The 15 Letters of Ikhfaa are:

ت ث ج د ذ ز س ش ص ض ط ظ ف ق ك

Colour: Green painting ( ) covering the Noon Saakin, Tanween and Ikhfaa Letter. Examples follow.

اَنْ تَتَّقُوْا فَمَنْ ثَقُلَتْ مِنْ دُوْنِ اللّٰهِ مَنْ ذَا الَّذِىْ

فَاَنْذِرْ اُنْزِلَ عَنْ سَبِيْلِهٖ فَمَنْ شَاءَ وَلَمَنْ صَبَرَ

مَنْضُوْدٍ مَنْ طَغٰى تَنْظُرُوْنَ مِنْ فَضْلٍ اَنْفُسَهُمْ

مِنْ قَبْلِكَ وَلٰكِنْ كَانُوْا خَيْرٍ تَجِدُوْهُ مَاءً ثَجَّاجًا

اُمَّةٍ جَعَلْنَا دَكًّا دَكًّا نَارًا ذَاتَ وَطَرًا زَوَّجْنٰكَهَا

قَوْلًا سَدِيْدًا سَبْعًا شِدَادًا بِرِيْحٍ صَرْصَرٍ

Find 10 examples in the Qur'aan of ikhfaa in نْ and ـً ـٍ ـٌ .

Worksheet

Practise the Special Letters; Huroofe Tafkheem; Huroofe Maddah; Closed Letters; Madds; Laam of اللّٰه ; Rules of Raa; Ghunnah in نّ and مّ; Qalqalah; and Ikhfaa in نْ and ًٌٍ .

اَلشَّيْطٰنُ يَعِدُكُمُ الْفَقْرَ وَيَاْمُرُكُمْ بِالْفَحْشَآءِ ج وَاللّٰهُ

يَعِدُكُمْ مَّغْفِرَةً مِّنْهُ وَفَضْلًا ط وَاللّٰهُ وَاسِعٌ عَلِيْمٌ ○ يُّؤْتِى

الْحِكْمَةَ مَنْ يَّشَآءُ ج وَمَنْ يُّؤْتَ الْحِكْمَةَ فَقَدْ اُوْتِىَ خَيْرًا

كَثِيْرًا ط وَمَا يَذَّكَّرُ اِلَّآ اُولُوا الْاَلْبَابِ ○ وَمَآ اَنْفَقْتُمْ مِّنْ

نَّفَقَةٍ اَوْ نَذَرْتُمْ مِّنْ نَّذْرٍ فَاِنَّ اللّٰهَ يَعْلَمُهٗ ط وَمَا لِلظّٰلِمِيْنَ

مِنْ اَنْصَارٍ ○ اِنْ تُبْدُوا الصَّدَقٰتِ فَنِعِمَّا هِىَ ج وَاِنْ

تُخْفُوْهَا وَتُؤْتُوْهَا الْفُقَرَآءَ فَهُوَ خَيْرٌ لَّكُمْ ط وَيُكَفِّرُ عَنْكُمْ

مِّنْ سَيِّاٰتِكُمْ ط وَاللّٰهُ بِمَا تَعْمَلُوْنَ خَبِيْرٌ ○ لَيْسَ عَلَيْكَ

هُدٰىهُمْ وَلٰكِنَّ اللّٰهَ يَهْدِىْ مَنْ يَّشَآءُ ط وَمَا تُنْفِقُوْا مِنْ خَيْرٍ

فَلِاَنْفُسِكُمْ ط وَمَا تُنْفِقُوْنَ اِلَّا ابْتِغَآءَ وَجْهِ اللّٰهِ ط وَمَا

تُنْفِقُوْا مِنْ خَيْرٍ يُّوَفَّ اِلَيْكُمْ وَاَنْتُمْ لَا تُظْلَمُوْنَ ○

LESSON 12

IZHAAR IN NOON SAAKIN AND TANWEEN

When any letter from the Huroofe Halqee appears after Noon Saakin (نْ) or Tanween (ـًـٍـٌ), make izhaar. Izhaar means to pronounce the letter clearly and distinctly without making a nasal sound. Huroofe Halqee are:

ء ه ع ح غ خ

Colour: Orange painting ( ). Examples follow:

وَمِنْ اَهْلِ الْكِتَابِ وَيَنْهَوْنَ مِنْ عِبَادِنَا

مِنْ حَيْثُ فَسَيُنْغِضُوْنَ مِنْ خَشْيَةِ اللّٰهِ

وَالْمُنْخَنِقَةُ بِعَذَابٍ اَلِيْمٍ فَرِيْقًا هَدٰى

اِنِ امْرُؤٌا هَلَكَ قُرْاٰنًا عَرَبِيًّا عَلِيْمًا حَكِيْمًا

عَفُوًّا غَفُوْرًا كَاذِبَةٍ خَاطِئَةٍ وَرَحْمَةٌ خَيْرٌ

Find 10 examples of izhaar in نْ and ـًـٍـٌ from the Qur'aan.

On the **worksheet** on the next page practise Special Letters, Huroofe Tafkheem, Huroofe Maddah, Closed Letters, Different Types of Madd, Laam of اللّٰه, Rules of Raa, Ghunnah in نّ and مّ, Qalqalah, Ikhfaa in نْ and ـًـٍـٌ, and Izhaar in نْ and ـًـٍـٌ.

Worksheet

اَلشَّيْطٰنُ يَعِدُكُمُ الْفَقْرَ وَيَاْمُرُكُمْ بِالْفَحْشَآءِ ج وَاللّٰهُ
يَعِدُكُمْ مَّغْفِرَةً مِّنْهُ وَ فَضْلًا ط وَاللّٰهُ وَاسِعٌ عَلِيْمٌ ۝ يُّؤْتِى
الْحِكْمَةَ مَنْ يَّشَآءُ ج وَمَنْ يُّؤْتَ الْحِكْمَةَ فَقَدْ اُوْتِىَ خَيْرًا
كَثِيْرًا ط وَ مَا يَذَّكَّرُ اِلَّآ اُولُوا الْاَلْبَابِ ۝ وَمَآ اَنْفَقْتُمْ مِّنْ
نَّفَقَةٍ اَوْ نَذَرْتُمْ مِّنْ نَّذْرٍ فَاِنَّ اللّٰهَ يَعْلَمُهٗ ط وَمَا لِلظّٰلِمِيْنَ
مِنْ اَنْصَارٍ ۝ اِنْ تُبْدُوا الصَّدَقٰتِ فَنِعِمَّا هِىَ ج وَاِنْ
تُخْفُوْهَا وَتُؤْتُوْهَا الْفُقَرَآءَ فَهُوَ خَيْرٌ لَّكُمْ ط وَيُكَفِّرُ عَنْكُمْ
مِّنْ سَيِّاٰتِكُمْ ط وَاللّٰهُ بِمَا تَعْمَلُوْنَ خَبِيْرٌ ۝ لَيْسَ عَلَيْكَ
هُدٰىهُمْ وَلٰكِنَّ اللّٰهَ يَهْدِىْ مَنْ يَّشَآءُ ط وَمَا تُنْفِقُوْا مِنْ خَيْرٍ
فَلِاَنْفُسِكُمْ ط وَمَا تُنْفِقُوْنَ اِلَّا ابْتِغَآءَ وَجْهِ اللّٰهِ ط وَمَا
تُنْفِقُوْا مِنْ خَيْرٍ يُّوَفَّ اِلَيْكُمْ وَاَنْتُمْ لَا تُظْلَمُوْنَ ۝
لِلْفُقَرَآءِ الَّذِيْنَ اُحْصِرُوْا فِىْ سَبِيْلِ اللّٰهِ لَا يَسْتَطِيْعُوْنَ
ضَرْبًا فِى الْاَرْضِ ز

LESSON 13

IDGHAAM IN NOON SAAKIN AND TANWEEN

When any letter from يـرمـلـون appears after Noon Saakin (نْ) or Tanween (ً ٍ ٌ), make idghaam. Idghaam means to join.

(A) Make the idghaam with ghunnah in يـنـمـو . This is called Idghaame Naaqis. The ghunnah will be equal to 1 Alif.

Colour: Light Green painting ( ). Examples follow:

وَمَنْ يَّعْمَلْ مِنْ نَّصِرِيْنَ مِنْ مَّقَامِكَ مِنْ وَّالٍ

مُنَادِيًا يُّنَادِىْ رَسُوْلًا نَّبِيًّا اَيَّامًا مَّعْدُوْدٰتٍ

(B) Make idghaam without ghunnah in ر and ل . This is called Idghaame Taam.

Colour: Yellow painting ( ). Examples follow:

مِنْ لَّدُنْ مِنْ رَّحْمَتِهٖ لَمْ يَكُنْ لَّهٗ خَيْرًا لَّهُمْ

وَيْلٌ لِّكُلِّ هُمَزَةٍ لُّمَزَةٍ غَفُوْرٌ رَّحِيْمٌ

Find in the Qur'aan 10 examples each of idgham Naaqis and Taam in نْ and ً ٍ ٌ .

There is no idghaam in these words: بُنْيَانٌ صِنْوَانٌ قِنْوَانٌ دُنْيَا

Worksheet

Practise all previous work, as well as Idghaam Naaqis and Taam.

اَلشَّيۡطٰنُ يَعِدُكُمُ الۡفَقۡرَ وَيَاۡمُرُكُمۡ بِالۡفَحۡشَآءِ ج وَاللّٰهُ

يَعِدُكُمۡ مَّغۡفِرَةً مِّنۡهُ وَفَضۡلًا ط وَاللّٰهُ وَاسِعٌ عَلِيۡمٌ ۝ يُّؤۡتِى

الۡحِكۡمَةَ مَنۡ يَّشَآءُ ج وَمَنۡ يُّؤۡتَ الۡحِكۡمَةَ فَقَدۡ اُوۡتِىَ خَيۡرًا

كَثِيۡرًا ط وَمَا يَذَّكَّرُ اِلَّاۤ اُولُوا الۡاَلۡبَابِ ۝ وَمَاۤ اَنۡفَقۡتُمۡ مِّنۡ

نَّفَقَةٍ اَوۡ نَذَرۡتُمۡ مِّنۡ نَّذۡرٍ فَاِنَّ اللّٰهَ يَعۡلَمُهٗ ط وَمَا لِلظّٰلِمِيۡنَ

مِنۡ اَنۡصَارٍ ۝ اِنۡ تُبۡدُوا الصَّدَقٰتِ فَنِعِمَّا هِىَ ج وَاِنۡ

تُخۡفُوۡهَا وَتُؤۡتُوۡهَا الۡفُقَرَآءَ فَهُوَ خَيۡرٌ لَّكُمۡ ط وَيُكَفِّرُ عَنۡكُمۡ

مِّنۡ سَيِّاٰتِكُمۡ ط وَاللّٰهُ بِمَا تَعۡمَلُوۡنَ خَبِيۡرٌ ۝ لَيۡسَ عَلَيۡكَ

هُدٰىهُمۡ وَلٰكِنَّ اللّٰهَ يَهۡدِىۡ مَنۡ يَّشَآءُ ط وَمَا تُنۡفِقُوۡا مِنۡ خَيۡرٍ

فَلِاَنۡفُسِكُمۡ ط وَمَا تُنۡفِقُوۡنَ اِلَّا ابۡتِغَآءَ وَجۡهِ اللّٰهِ ط وَمَا

تُنۡفِقُوۡا مِنۡ خَيۡرٍ يُّوَفَّ اِلَيۡكُمۡ وَاَنۡتُمۡ لَا تُظۡلَمُوۡنَ ۝

LESSON 14

QALB IN NOON SAAKIN AND TANWEEN

When there is a Baa (ب) after Noon Saakin (نْ) or Tanween (ـًـٍـٌ), the Noon and tanween will change into a Meem (م), whilst making a nasal sound equal to 1 Alif.
Measure an Alif by opening a closed finger.

Colour: Blue painting ( ).

Examples:

اَنۢبِئُوْنِىْ   بِذَنۢبِهِمْ   بَصِيْرٌۢ بِالْعِبَادِ   مُحِيْطٌۢ بِالْكٰفِرِيْنَ

Worksheet

Practise Qalb in the following examples. Make a nasal sound equal to 1 Alif. Remember to measure an Alif by opening a closed finger.

وَيُؤْمِنْۢ بِاللّٰهِ   مِنْۢ بَعْدِ ذٰلِكَ   لَيُنْۢبَذَنَّ   اَنۢبَتَكُمْ

فَمَنْ يُّؤْمِنْۢ بِرَبِّهٖ   اَبَدًاۢ بِمَا قَدَّمَتْ   قَوْلًاۢ بَلِيْغًا

فُرُشٍۢ بَطَآئِنُهَا   اٰيٰتٌۢ بَيِّنٰتٌ   يَوْمَئِذٍۢ بِجَهَنَّمَ

Find 10 examples in the Qur'aan of qalb in نْ and ـًـٍـٌ .

LESSON 15

IKHFAA IN MEEM SAAKIN

When a ب follows a مْ, make ikhfaa equal to 1 Alif.

Colour: Green painting ( ). Examples follow:



LESSON 16

IDGHAAM IN MEEM SAAKIN

When a Meem (م) follows a Meem saakin (مْ), make idghaam whilst making a nasal sound equal to 1 Alif.

Colour: Light green painting ( ). Examples follow:

اِلَيْكُمْ مُّرْسَلُوْنَ وَاَرْجُلُكُمْ مِّنْ لَهُمْ مُّوْسٰى

فِىْ قُلُوْبِهِمْ مَّرَضٌ فِىْ رَيْبٍ مِّمَّا اَزْوَاجٌ مُّطَهَّرَةٌ

When any letter besides ب and م follows a مْ, make izhaar.

عَلَيْهِمْ وَكِيْلًا لَا تَمْشِ رَبُّكُمْ اَعْلَمُ يَرْحَمْكُمْ

Find from the Qur'aan 5 examples each of ikhfaa, idghaam and izhaar in مْ.

Enrichment Worksheet

Using the appropriate colours, draw the symbols and colour in the outlined letters in the sequence mentioned below, according to the particular rule that applies. After every step, practise that rule before going on to the next step.

(1) Special Letters
(2) Huroofe Tafkheem
(3) Open and Closed Letters
(4) The different types of madd
(5) Laam of الله
(6) Rules of Raa
(7) Ghunnah in نّ and مّ
(8) Qalqalah
(9) Ikhfaa in نْ and ـًـٍـٌ
(10) Izhaar in نْ and ـًـٍـٌ
(11) Idghaam Naaqis in نْ and ـًـٍـٌ
(12) Idghaam Taam in نْ and ـًـٍـٌ
(13) Qalb in نْ and ـًـٍـٌ
(14) Ikhfaa in مْ
(15) Idghaam in مْ
(16) Izhaar in مْ

أَعُوذُ بِاللّٰهِ مِنَ الشَّيْطٰنِ الرَّجِيْمِ ○

بِسْمِ اللّٰهِ الرَّحْمٰنِ الرَّحِيْمِ ○

وَلَا تَقْفُ مَا لَيْسَ لَكَ بِهٖ عِلْمٌ ط إِنَّ السَّمْعَ وَالْبَصَرَ

وَالْفُؤَادَ كُلُّ أُولٰـٓئِكَ كَانَ عَنْهُ مَسْئُوْلًا ○ وَلَا تَمْشِ

فِى الْأَرْضِ مَرَحًا ج إِنَّكَ لَنْ تَخْرِقَ الْأَرْضَ وَلَنْ

تَبْلُغَ الْجِبَالَ طُوْلًا ○ كُلُّ ذٰلِكَ كَانَ سَيِّئُهٗ عِنْدَ

رَبِّكَ مَكْرُوهًا ○ ذٰلِكَ مِمَّآ أَوْحٰى إِلَيْكَ رَبُّكَ مِنَ

الْحِكْمَةِ ط وَلَا تَجْعَلْ مَعَ اللّٰهِ إِلٰهًا اٰخَرَ فَتُلْقٰى فِى

جَهَنَّمَ مَلُومًا مَّدْحُورًا ○ أَفَأَصْفٰكُمْ رَبُّكُمْ

بِالْبَنِينَ وَاتَّخَذَ مِنَ الْمَلٰٓئِكَةِ إِنَاثًا ط إِنَّكُمْ

لَتَقُولُونَ قَوْلًا عَظِيمًا ○ وَلَقَدْ صَرَّفْنَا فِى هٰذَا

الْقُرْاٰنِ لِيَذَّكَّرُوا ط وَمَا يَزِيدُهُمْ إِلَّا نُفُورًا ○ قُلْ

لَّوْ كَانَ مَعَهٗٓ اٰلِهَةٌ كَمَا يَقُولُونَ إِذًا لَّابْتَغَوْا إِلٰى

ذِى الْعَرْشِ سَبِيلًا ○ سُبْحٰنَهٗ وَتَعٰلٰى عَمَّا

يَقُولُونَ عُلُوًّا كَبِيرًا ○ تُسَبِّحُ لَهُ السَّمٰوٰتُ

السَّبْعُ وَالْأَرْضُ وَمَنْ فِيهِنَّ ط وَإِنْ مِّنْ شَىْءٍ

إِلَّا يُسَبِّحُ بِحَمْدِهٖ وَلٰكِنْ لَّا تَفْقَهُونَ تَسْبِيحَهُمْ ط

اِنَّهٗ كَانَ حَلِيْمًا غَفُوْرًا ۝

Worksheet

This is a repetition of the last worksheet. Compare your markings with the markings in this worksheet. See what mistakes you have made and rectify them. Finally practise reading these aayaat over and over until you have mastered all aspects of correct recitation.

اَعُوْذُ بِاللّٰهِ مِنَ الشَّيْطٰنِ الرَّجِيْمِ ۝

بِسْمِ اللّٰهِ الرَّحْمٰنِ الرَّحِيْمِ ۝

وَلَا تَقْفُ مَا لَيْسَ لَكَ بِهٖ عِلْمٌ ؕ اِنَّ السَّمْعَ وَالْبَصَرَ

وَالْفُؤَادَ كُلُّ اُولٰٓئِكَ كَانَ عَنْهُ مَسْئُوْلًا ۝ وَلَا تَمْشِ

فِى الْاَرْضِ مَرَحًا ۚ اِنَّكَ لَنْ تَخْرِقَ الْاَرْضَ وَلَنْ

تَبْلُغَ الْجِبَالَ طُوْلًا ۝ كُلُّ ذٰلِكَ كَانَ سَيِّئُهٗ عِنْدَ

رَبِّكَ مَكْرُوْهًا ۝ ذٰلِكَ مِمَّآ اَوْحٰٓى اِلَيْكَ رَبُّكَ مِنَ

الْحِكْمَةِ ؕ وَلَا تَجْعَلْ مَعَ اللّٰهِ اِلٰهًا اٰخَرَ فَتُلْقٰى فِيْ
جَهَنَّمَ مَلُوْمًا مَّدْحُوْرًا ○ اَفَاَصْفٰىكُمْ رَبُّكُمْ
بِالْبَنِيْنَ وَاتَّخَذَ مِنَ الْمَلٰٓئِكَةِ اِنَاثًا ؕ اِنَّكُمْ
لَتَقُوْلُوْنَ قَوْلًا عَظِيْمًا ○ وَلَقَدْ صَرَّفْنَا فِيْ هٰذَا
الْقُرْاٰنِ لِيَذَّكَّرُوْا ؕ وَمَا يَزِيْدُهُمْ اِلَّا نُفُوْرًا ○ قُلْ
لَّوْ كَانَ مَعَهٗٓ اٰلِهَةٌ كَمَا يَقُوْلُوْنَ اِذًا لَّابْتَغَوْا اِلٰى
ذِى الْعَرْشِ سَبِيْلًا ○ سُبْحٰنَهٗ وَتَعٰلٰى عَمَّا
يَقُوْلُوْنَ عُلُوًّا كَبِيْرًا ○ تُسَبِّحُ لَهُ السَّمٰوٰتُ
السَّبْعُ وَالْاَرْضُ وَمَنْ فِيْهِنَّ ؕ وَاِنْ مِّنْ شَيْءٍ
اِلَّا يُسَبِّحُ بِحَمْدِهٖ وَلٰكِنْ لَّا تَفْقَهُوْنَ تَسْبِيْحَهُمْ ؕ
اِنَّهٗ كَانَ حَلِيْمًا غَفُوْرًا ○



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